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"Making a positive difference in the lives of young children"

Commission Meeting

September 28, 2004 @ 3:00 p.m.

Department of Education 1135 Lincoln Street, "Pine Room" - Red Bluff, CA 96080

MINUTES

ATTENDANCE: Paula Brown-Almond, Bill Clybourn, Jeannie Jacobs, Valerie Lucero, Mildred Johnstone, and Connie Massie. (*Commission Paula Brown-Almond entered during item 4.1 Director's Report*)

ABSENT: Christine Applegate, Bob Douglas, and George Russell.

1. PUBLIC COMMENT

2. PUBLIC HEARING: Fiscal Year 2003-04 Annual State Report and Audit (enclosures)

- 2.1.** Director Snider submitted Annual State Report and Annual Local Audit for fiscal year 2003-04. Commission staff will submit documents to the State by October 15, 2004.

3. CONSENT AGENDA: *These items include routine fiscal and administrative actions to be approved by a single majority vote.*

- 3.1. APPROVAL OF MINUTES** – Amendment: Under "Public Comment" change reference from "Vice-Chairperson" to "Chairperson" Mildred Johnstone.

3.2. GENERAL WARRANT REGISTER

3.3. CLAIMS

- Commissioner Jeannie Jacobs made the motion to approve the consent agenda as detailed with the amendments to the minutes as requested and corrected, Commissioner Valerie Lucero seconded, motion carried 5 to 0.

4. REGULAR AGENDA:

4.1. INFORMATIONAL: Director's Report

- Family Resource Center Network (FRCN) update: Submitted FRCN Vision/Mission and Resolution letter from the Inter-Agency Council addressed to the Tehama County Chief Administrator. The FRCN has developed into a cohesive team that will develop the family resource center protocols and funding plans for the resource centers of Tehama County.
- Children and Family Leadership Team (CFLT): Hand-outs distributed by Director Snider of the CFLT Organizational Team Structure with composition and goals of each workgroup. Director Snider also reviewed the "Family to Family" communication tool that CFLT will implement to further the development of their strategies and goals for each workgroup.
- The planned release date of the Commission's Emerging Issues Request for Proposal (RFP) is November 11, 2004. A copy of the draft RFP was distributed to Commissioners for review and action will be taken at our October 26, 2004 meeting.

- Director Snider reported on local assessment of responses to the summary audit recommendations July 2004 made by the State Auditor in regards to California Children and Families Commissions (distributed handout with information in detail to Commissioners and public in attendance).
- The bi-annual Kindergarten Teacher Survey was distributed countywide today (September 28, 2004). Surveys are due to the Commission office by October 15 – results will be tallied and reported by January meeting. Director Snider is looking into having Minicucci and Associates review the past three surveys and develop an impact and trend analysis.

Please mark your calendars: Next months meeting, October 26, 2004, will be at the First Steps Center on the Los Molinos Elementary School Campus; 7700 Stanford Avenue, Los Molinos, 3:00 p.m.

Call the Commission Office if you need directions (map).

4.2. INFORMATIONAL: Tehama County District Fair – Debrief

- Many Commissioners felt the Fair had many positives: It was unanimous that the Grantees did a wonderful job staffing the booth and providing ample information – the activity was great – and the Grantees were afforded the opportunity to work with one another and build relationships. However, the St Elizabeth Health Spree is not too far beyond when the fair happens; in April the Children’s Fair will be going on for another opportunity; and the Cinco De Mayo / Faria De Salud will be in May. These events provide a better venue for the outreach we are trying to provide and the events are free to all families. Pictures of the booth and participants were circulated.

4.3. INFORMATIONAL: Project Updates

**GRANTEE..... Local Child Care Planning Council/Tehama County
Department of Education**

Project Name Child Care Retention Incentive Program

Grant Type..... Direct Services

Funding Cycle..... July 1, 2003 – June 30, 2005

Project Coordinator..... Angie Lyon-Brown

Grant Award..... Not to exceed \$80,000.00

Project Description: Improving the retention rate of skilled child care providers by compensating individuals for their commitment to the field and attained education. This program will provide resources which providers can access to improve the quality of care that they provide, increase their access to professional development opportunities, and assist them in building an infrastructure and career ladder for obtaining increased levels of education.

Angie Lyon-Brown, Project Coordinator of the Child Care Retention Incentive (CRI) program highlighted her project and provider “Shonda” reported to the Commissioners about her successful childcare program and her accreditation process. Angie reported that accreditation has gone from 1 facility in the Tehama County to 8 in the past 2 years because of programs like CRI helping with reimbursement and stipends.

CalNet is offering online classes and is complimenting services CRI provides. Child Care Referral and Education (CCRE) is now a provider of units through their provider trainings. Angie reports that there were 47 CRI applicants in the 1st round with 2 exempt providers, 19 family childcare providers, and 26 center care providers.

GRANTEE..... Child Care Referral and Education
Project Name Informal Caregiver Home Visiting and Training Program
Grant Type..... Direct Services
Funding Cycle..... October 1, 2002 – September 30, 2005
Project Coordinator..... Michelle Kinner
Grant Award..... \$240,000.00

Project Description: Provides outreach, support and training activities for license-exempt child care providers and potential Spanish-speaking providers through home visits, workshops, technical assistance, media, and community presentations. Project staff work to increase parents, providers, and community knowledge of the benefits of quality child care, childhood development, and healthy and safe home environments with an emphasis on school readiness.

Michelle Kinner, Project Coordinator of the Informal Caregiver Home Visiting and Training program will highlight her project and a provider success story at the October meeting.

4.4. ACTION: Policy Statement and Action Plan in Response to Audit of State and County Children & Families Commissions

- Commissioner Jeannie Jacobs made the motion to approve the Policy Statement and Action Plan in Response to Audit of State and County Children & Families Commissions as submitted, Commissioner Bill Clybourn seconded, motion carried 6 to 0.

4.5. ACTION: Grantee Policy and Procedure Manual

- Commissioners reviewed requested additions and changes to Grantee Policy and Procedure Manual as indicated at August meeting. All instances of First 5 Tehama and Grantee have been made consistent and are clarified with the addition of a Glossary of Terms.

Commissioner Bill Clybourn made the motion to approve the Grantee Policy and Procedure Manual as submitted, Commissioner Valerie Lucero seconded, motion carried 6 to 0. .

4.6. Discussion: Review Action Planning Document (enclosure)

- Review and prioritization of the Action Plan items and completion dates has begun. The Action Plan document will be placed first on the Agenda in October with continued discussion scheduled each monthly Commission meeting until the Action Plan is completed.
 - Page 5: Deleted 2.3
 - Page 13: 13.5 Association's Commissioner Advocacy Network – Commissioner Applegate is the representative for this group and she will be out on medical leave until January 2005. Commission has elected to appoint a second person who can fill in when Commission Applegate is unavailable to attend these meetings. Denise will attend the October meeting; Jeannie Jacobs may be able to help out in filling in also.

4.7. INFORMATIONAL: Commissioner Updates

- As reported above, Commissioner Christine Applegate will be out on medical leave until January 2005.
- Commissioners Paula Brown-Almond and Bob Douglas will not be at the October meeting. Director Snider asked that Commissioners contact the Commission office at least the week prior to

the October 26 Commission meeting if you will be unable to attend so that quorum can be determined.

- Connie Massie: National Depression Screening at the Corning Medical Associates, 155 Solano St., Corning, CA 96021 - Phone: 824-4663 on October 9th for more information.
- Jeannie Jacobs: Open Forum with Darrel Steinberg, NAMI on October 6th call 225-5200 Shasta Mental Health for more information or place.
- Paula Brown-Almond: Attended the School Readiness Advisory Committee Meeting or help have heard her speak about her concern for possibilities of duplication of services in the county. To her great enjoyment all Early Childhood programs were at this meeting at the same table – speaking to each other, learning what the other is doing, and building collaborative strategies. Paula met First 5 California's Jane Henderson who spoke of various topics regarding the goals and mission of Prop 10 including School Readiness is also a member. The Committee clearly defined the Pre-Kindergarten (3-4 year olds) focus of each partner. The state child development division focus is academic and all other areas of the whole child is up to First 5.
- Jeannie Jacobs: Neurons to Neighborhoods data is out – Jeannie will bring handout to next meeting.
- Bill Clybourn: Another pediatrician has joined Lassen Medical bring the total to 5 with four working 4 days per week and one working part time.
- Valerie Lucero: TCHSA has Drug and Alcohol Division Director position open – will close application process on October 28th.

4.8. ADJOURN

Next meeting is scheduled for November 30, 2004 – please note this meeting has been moved to the 5th Wednesday of the month.

Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Program Director, 1135 Lincoln Street, Red Bluff.

If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (530) 528-1395 at least 48 hours prior to the start of the meeting. Government code Section 54954.2(a).

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